G. R. S. 59]

p 30

GENERAL AND REVENUE SECRETARIAT.

1912-13

(Genl Misc)

File No. 221-12

Serial Nos. 1

Papers Filed.

Month May 1913

SUBJECT.

Proposal of the Retrenchment Committee to abolish the post of Registrar, General & Revenue Secretariat or one of the Gazetted Assistants of the Secretariat.

PREVIOUS REFERENCES.	LATER REFERENCES.
Fin. 184-o 3	G. Nos. 65-12 & 46 186, 8 & 11, S. Proc 419

NRC 16-7-13

N.N.K in charge 10.6.13

G.R.S. 11] 1912-13

GENERAL AND REVENUE SECRETARIAT.

(Gen. Mis

NOTES.

File No. 224-12

FILE HEADING.

Proposal of the Retrenchment Committee: Abolition of the Post of Registrar, Genl. & Rev. Secretariat or of one of the Gazetted Assistants of the Secretariat.

From

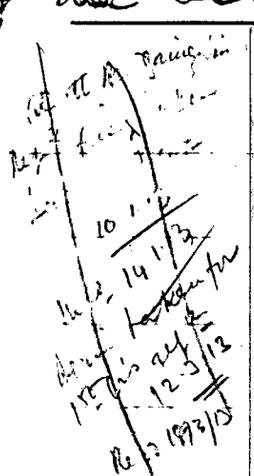
Branch II.

No. Fl. 3339-43 Dated 10-12-12 Received 10-12-12

Diary No. 3027	Enclos. 1	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Forwards, for being worked up & disposed of in the usual course, the proposal of the Retrenchment Committee re: Abolition of the post of Registrar, G.R.S, or one of the gazetted Assistants of the Secretariat.



NOTES AND ORDERS.

Submitted

VS

11-12-12.

2. The proposal of the Retrenchment Committee in this case, as originally

NOTES—First Sheet.

GPB—30,000—12-8-11

Serial No.

framed, was to do away with the post of Registrar of the Genl & Rev Secretariat. But on subsequent consideration of a note on the subject by the then Offg Secy to Govt, a modified resolution has been arrived at by the Committee, consisting of a proposal to finally abolish the post of Asstt Secretary to Govt in the Military Branch, which has been vacant from 1st July 1911. There can be no objection to this, and in fact, in the recently issued Civil Services Rules, there is no provision for a separate Asst Secy for the Military Branch. The work of that Officer is being done since July 1911 by the Under Secy in Charge of Br V. This may continue, and if & it is found necessary at any ~~late~~ time, the work may be transferred to some other Secretariat Officer.

in which the Registrar of the Genl is retained and included in the cadre of Asst Comrs,

3. The Committee state that taking the pay of an Asst Secy at Rs 250 - 450, the saving to Govt will be Rs 350 × 12 or 4200/- per annum.

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

General and Revenue Secretariat.

G. R. File No. 221 of 1912-13

Serial No.

2027

4. The proposals of the Committee may be approved.

Secretary

18/3/13

Dear

5. The number of Secretariat officers required for the Legislative & Revenue Secretariat has recently been fixed at 7 (2 Under Secretaries, 3 Asst Secretaries 1 Registrar & 1 Under or Asst Secy with the Devan), & Enclosure of the Dept Secy (G.O. 6th Jan 13) regarding his Establishment.

20/3/13

2015
22.3.13

Dewan

6. The Secretary will kindly state how the proposal of the Retrenchment Committee should be dealt with.

19.4.13

7. The Retrenchment committee proposal is that the place of Asst. Secy in charge of Bill (Judicial) which fell vacant by the retirement of Mr

NOTE—Contn. sheet.

GPB—65,000—17-6-12

General and Revenue Secretariat.

G.M File No. 221 of 1912-13

Serial No.

Donne in 1911 stamped not we filed up

8. The vacancy has as a matter of fact not been filled up; ~~and Bonnet~~ in his absence in charge of B ii being placed in charge of B vi also on Mr Donne's retirement. Recently B vi as a separate Branch has since been abolished and it has been added on to Branch ii as a Section of it.

9. In the circumstances no action seems to be called for on the proposals of the Retrenchment Committee.

10. Of late an additional officer has been appointed in the Secretariat in the person of the Dep^{ty} Sec^{y}; but as his work is more one of supervision & direction and as he is not in an independent charge of any Branch it is not possible to make any reduction in the Secretariat staff in consequence of his appt.

28/4/13

Dewan

2775 29.4.13

This may be shown to the Fin^l Secretary

agreed

20.5.13

NOTE—Contn. sheet.

GPB—65,000—17-6-12

G R. S. 12]

General and Revenue Secretariat.

G.M File No. 221 of 1912-13

Serial No.

2 G.M.O. 51/Co 5/12

3027

11/24/5

1st Forwarded for kind perusal & with compliments for personal & immediate return

[illegible]

24/5

Subd.
Blk
24/5/13 Asstt Secy

24/5/13

Asstt Secy R.C.

Is the Committee's recommendation correctly interpreted in the foregoing notes?

24/5

Need not be sent by Secretariat

26/5

NOTE—Contn. sheet.

GPB—65,000—17-6-12

G. R. S. 12.]

General and Revenue Secretariat.

G.R. File No. 221 of 1912

Serial No.

As has been pointed out in the 2nd para of the notes the original recommendation of the Retrenchment Committee was to do away with the appointment of the Registrar as a separate charge. This recommendation was modified at a subsequent meeting of the Committee in consideration of the very strong views against it expressed by the then Officiating General & Revenue Secretary to Govt and it was proposed that out of the seven Gazetted Assistants of the Secretariat including the Regr but excluding the U.S. with the Dewan, the post of one officer may be abolished. The post of Assistant-Secretary, Military Branch which was then vacant was suggested for the proposed reduction . The main idea in suggesting this nominal reduction was that the Secretariat as then constituted required the services of six Gazetted Assistants including the Registrar.

There have been considerable changes of late in the constitution of the Sectt which materially modify the circumstances that prompted the Committee to concede to the views of the then Offg Secy and adopt the modified resolution as stated above In the first place the post of Registrar has been included in the cadre of Asst Commissioners, thus increasing the strength of the cadre by one;* and secondly, the duties of the General & Revenue Secy to Govt have been substantially lightened by the appointment of an additional Secretary to Govt in the departments of Education , Agriculture &

* The increase is apparently compensated by the removal of the P.S. to the Dewan from the cadre but this is no real reduction so long as there are both the post of Regr and P.S. to the Dewan and the fact that an Asst Commr acting as P.S. leaves his place in the cadre to be filled up temporarily

NOTE—Contn. sheet.

GIP—65,000—17-6-12.

Serial No.

& Industries and Commerce/and also by the appoint ment of a wholetime Deputy Secretary with powers of direct submission to Members of Govt in certain cases. In consequence of these changes the Gen. & Rev Secretary will perhaps be able to devote more time than he could some time ago to supervise the office work generally assisted by the Deputy Secretary who, as constituted at present is not in immediate charge of any Branch while the similar officer appointed in the Sectt reorganisation scheme of 1904 -after the separation of the posts of Deputy Secretary and Muzrai Secy - held the direct charge of two branches that are now under two separate officers. In these circumstances it seems quite feasible either to abolish the post of Registrar as a separate appointment or, which amounts to the same thing practically, give the Registrar a portion of the Sectt case work in addition to the general office routine now attended to by him and abolish the post of one of the other Secretariat officers. It may be suggested for consideration that the General and the Military Branches may be given to the Registrar and the Education Section of Branch IV may be under the direct control of the Deputy Secretary along with the duties connected with the compilation of the General Admn Report of the State and the R.A.Proceedings. The arrangements connected with the entertainment of Indian guests during the Durbhay and the Dussera may

NOTE—Comtn. sheet.

GPB—61,000—17-6-12.

General and Revenue Secretariat.

G. R. File No. 284 of 1912

Serial No.

may in the proposed scheme be continued to be attended to by the Registrar without prejudice to his other work and it is believed that this is feasible as the work in the General and the Military Branches is generally light & of a routine nature but for the stray complicated cases that come up in connection with the Civil Service.

27/5/13

1/ The main point is this - whether the deputy Secretary, recently appointed, should or should not be included among the Secretarial officers besides the Secretary. When the Committee took up their recommendation, the post of deputy secretary was vacant, and the earlier incumbent had direct charge of certain branches of the work. If, as observed by the Deputy Secretary in para 10 of his note of 28. 4. 13, the present deputy secretary should be excluded from the list of Secretarial officers in direct charge of branches, then the papers have to be filed. If, on the other hand, it is held that the deputy secretary may also take up the independent direct charge of some sections of the work or the immediate supervision of the office establishment, the question of the abolition of the Registrar or one

specially in this

NOTE—Contn. sheet.

GPB—61,000—17-6-12.

R. S. 12]

General and Revenue Secretariat.

G.R. File No. 221 of 1912

Serial No.

1391

2027

Asst. Secretary has been further considered. In ~~arranging~~ making their recommendation the committee did not contemplate the appointment of a deputy Secretary who was not to hold direct charge of one or more sections of the Secretariat. It was understood that on the post being filled up, there would be a corresponding reduction in the no: of assistant or under Secretaries in the Secte.

Subd to Secy. R.C

18
27.5.1913.

1) These papers may be filed for the present as desired by Dewan Saheb. But the recent changes in the Secretariat staff make it desirable for the R.C. to review the question of Gazetted staff of the Secte. once again and this will be done. Asst Secy R.C. will please note the subject for consideration at an early meeting of the Committee

27/5/13

18)

Subject added to the draft agenda for the second session of meetings and the file passed on to the Revd Section of the C.o. for being returned to the Secte.

Ch. 28/5/13

G.O. 242 R.C. dt 28/5/13

NOTE—Contn. sheet.

GPE—6[illegible]000—17-6-12.

18
28/5

R. S. 12]

General and Revenue Secretariat.

Q.M. File No. 421 of 191 2

Serial No.

197 The papers may be filed after perusal by the Secretary.

3027

Lee m

SJOM 29/5

21/5

STL 31/5

Dr Branch Inspr Rate and Taxes.

31/5

NOTE—Contn. sheet.

GPE—64,000—17-6-12.

No 7(3339-43
97 68-12-2 Dt 10-12-12

Government of His Highness the Maharaja of [illegible]

General and Revenue Secretariat

Office Memorandum. 3027

10-12-12 13.
From Gen. Mis.
File 221-12
1

To

Branch V G R S

The enclosed resolution and recommendation of the Retrenchment Committee relating to the departments under the control of Branch V is transferred for being worked up and disposed of in the usual course, the result being intimated to the Financial Branch for note, where the disposal of the file as a whole will be watched.

By Order

(Sd) T. Lakshminarasimha Rao.

for Offg. Secretary to Govt.

Secretariat No R3339-43 of 10-12-12
4768-12-2

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat.

3026-X.

Office Memorandum. 12 13

To Branch VI G R S

The enclosed resolution and recommendations of the Retrench-ment Committee relating to the Departments under the control of Branch V is transferred for being worked up and disposed of in the usual course, the result being intimated to the Financial Branch for the note, where the disposal of the file as a whole will be watched.

By Order

for Offg. Secretary to Government.

To.

Branch V. (1) Abolition of the post of Military Secretary to the Maharaja and of the assistant to the Military Secretary. D. 3026

(2) Abolition of the post of the Registrar. F.C.S. or one of the Gazetted assistant of the F.C. D. 3027

(3) Abolition of menial Establishment allowed by the abolition of the System of furnishing Govt Officers with "home-orderlies" D. 3028

B.V.

+ Memorandum by the Asst Secretary re abolition of the post of Registrar of the Secretariat

5 Detailed Statement re the reduction of Menial Establishments

Enclosure 6 to G.O.

VI.General Administration

Abolition of the post of Registrar,General & Revenue Secretariat or of one of the Gazetted Assistants of the Secretariat.

Res.IV: 4th meeting.
" 4.I.1.(2) 7th meeting.

Brief history of the Registrar's appointment before the Secretariat reorganisation of 1904.

During the days of the Mysore Commission the Chief Secretary to the Chief Commissioner in the General and Revenue Departments had two or three gazetted assistants and an office assistant called "Head Assistant" on a pay of Rs 600. The latter post was also gazetted. When the Chief Sectt was bifurcated into the General and Revenue Departments,each under a separate Secretary,the number of gazetted assistants was distributed between the two secretariats and the post of Head Assistant was converted into two posts of managers on Rs 350 and 250. When there was a reamalgamation of the Revenue and the General Secretariats,the combined Secretariat - called the Dewan's Office-.had a Manager on Rs.250 and an Assistant Manager on Rs 150 till about 1898-99,when the post of Registrar on Rs 300 was created with powers considerably less than these of the Head Assistant of the pre-Rendition days. The appointment of Registrar was not gazetted. The "Registrar of the Dewan's Office " was more or less the Head Clerk of the office without any general control over the office establishment as a whole. There was also a Manager on Rs 200 who was the Head Clerk of the Revenue Department. At the time of the reorganisation of the Secretariat in 1904 the Registrar's post was vacant and the Secretariat had only a Manager on Rs 200 and the control of the office establishment,supervision of the disbursement of pay,control of contingent expenditure &c were vested in an Assistant Secretary

In

The Registrar of the Reorganised Secretariat.

In its present form the post of Registrar was ~~reorganised on the~~ revived in 1904 when the Secretariat was reorganised on the model of the Govt of India Secretariat ,and the strength of the Secretariat Officers under the General Secretary was fixed at 1 Deputy Secretary and 3 Assistant Secretaries. Since then the gazetted staff in the ~~Asst~~ Secretariat has been strengthened by one Assistant Secretary. The pay fixed for the post of Registrar in 1904 was Rs 300-30/1-600;but it was soon found that there was no necessity for such a highly paid officer and the pay was reduced to Rs.225-250 in 1906. The duties assigned to the Registrar under the reorganisation scheme were:-

1. To open receipts and immediately distribute them to the branches with needful instructions regarding the time of distribution &c-
2. To see that the files going up to the Council and His Highness the Maharaja are complete and tidy and to scrutinize their circulation.
3. To supervise the disposal of Residency correspondence
4. Cases relating to procedure,office discipline, departmental establishment and budget and office routine and management should pass through the Registrar.
5. Checking of all fair copies and their submission for signature.
6. Approval of office suggestions for the issue of reminders.
7. General supervision of the office establishment

Of these items 2 & 3 are no longer performed by the Registrar. Item 5,viz.,checking of all fair copies for signature is not work for a gazetted officer. Item 6,viz.,approval of office suggestions to issue reminders can be better looked after by the Asst Secretaries or Under Secretaries concerned. The only important items of work are (1) opening and distributing the tappal and items 4 & 7 which practically form one subject,viz.,the immediate control of the office. This work can be looked after by one of the

the Assistant Secretaries in addition to his own duties. In the Comptroller's Office the corresponding work is done by an Assistant Comptroller in charge of five sections of the office, viz., Book, Budget, Compilation Resource and Records.

As regards the Registrar's duties in connection with the Birthday and the Dusserah festivities in Mysore, the Assistant Secretary in charge of the Secretariat establishment ~~will~~ may do the work, his work in the office for the few weeks in question being looked after by another Assistant Secretary or Under Secretary.

Mr.C.S.Balasundaram Iyer, Offg Secretary who was consulted in the matter, of the abolition of the Registrar's post practically admits (vide his memo appended in original) that the Registrar does not now perform all the functions assigned to him under the Secretariat reorganisation scheme of 1904 and that the Registrar has not full work during six months of the year. But he contends that the supervision of the work of the office, if properly performed, coupled with the special duties in connection with the Birthday and the Dusserah festivities in Mysore, occupies an officer's full time, and that to give him an abiding interest in the office, the Registrar's post should be included in the cadre of Assistant Commissioners. The Committee are, however, inclined to believe that the chief work of the Registrar, the receipt and distribution of tappal, supervision of office work and the arrangement of records, can be well looked after by one of the Secretariat Officers and that the post of Registrar may be aboilished provided that some suitable arrangement is made for his special duties during the Dusserah and the Birthday entertainments by a temporary deputation of an officer of the

Enclosure (ii) in Annexure II

the grade of Amildar or Assistant Commissioner for the required period.

The modified resolution of the Committee.

In deference to the strong opposition to the proposed abolition of the post of Registrar, the Committee discussed the question again in a subsequent meeting and came to the conclusion that if the post of Registrar be retained the number of Secretariat Officers is capable of being reduced by one, by a proper readjustment of duties among them. As already stated the number of Secretariat Officers which was fixed at 4 in the Secretariat reorganisation scheme of 1904 was increased by 1 in 1910; and when the Military Secretariat was amalgamated with the General & Re Revenue Secretariat another Assistant Secretary was added in the person of Mr.Donne. But since his retirement in July 1911 the control of the Military Branch has been, with the Under Secretary in charge of the General Branch, Mr.B.Ramaswamaiya, who is acting besides as Muzrai Superintendent and ex-officio Under Secretary to Government in the Muzrai department.

Under the present arrangement it is certainly inadvisable to impose the duties of Registrar on the Under Secretary in charge of the General Branch and the only acceptable alternative proposal is the final abolition of the office of Assistant Secretary in charge of the Military Branch which has been vacant for over a year. The Committee believe that there can be no reasonable grounds for opposing this recommendation.

Taking the pay of an Assistant Secretary at Rs 250-450 the saving to Government will be Rs 350 X 12 or 4,200 per annum.

J Chakravarti
Secretary.

187
15-11-12.

Enclosure (ii) in Annexure II.

Opinion of the Offg.Secretary to Government in the General & Revenue Departments, - Mr.C.S.Balasundaram Iyer - on the subject of the abolition of the post of Registrar,General & Revenue Secretariat.

(vide memorandum VI)

Enclosure to 2(C)(1)

N O T E.

Though a Secretariat officer was added to the staff some time ago, the formation of the Legislative Council and the recent addition of the Military Branch (no officer being appointed in place of Mr.Donne) have added to the work of the Secretariat. As a matter of fact all the officers are quite fully worked and several of them are obliged to take papers home or to attend office in the mornings frequently.

2. Though some of the duties as given in the note are not now performed by the Registrar, his chief work, namely that of supervising the work of the office establishment, remains unaffected, and, if properly performed, will take his full time. The General and Revenue Secretariat as the Chief Central office of Government has to deal with a large volume of work and to preserve a large mass of important records which are required for reference from time to time. The proper maintenance of the records and registers is a most important factor in the efficient working of the Secretariat under the present system and that work cannot bear neglect for any length of time without serious results. To ensure correct work at all stages

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a certain amount of what appears unmeaning mechanical routine has often to be done and clerks and Superintendents are often tempted to leave such details unattended to or imperfectly done. No doubt Superintendents of Branches are expected to supervise the work of clerks in these matters, but besides the Registrar Superintendents a central authority is required to unify the work of the several branches, maintain discipline and see that all the officials including the Superintendents attend to their work properly and promptly. The clerical and menial establishment of the Secretariat is a large one and numerous questions of leave etc., affecting it come up every day. Even in regard to reminders, in some cases the Assistant Secretary or Under-Secretary who deals with the case may be able to exercise a wiser discretion than the Registrar but in the majority of cases, the time of the Assistant or Under-Secretary can be better employed than in ordering the issue of reminders. At the same time the work is of sufficient importance to need the attention of the Superintendent, and often of the Registrar.

(vide later below)

3. It is suggested in the note that all this work

can

can be looked after by one of the Assistant or Under-Secretaries, preferably the Assistant or Under-Secretary in charge of Branch V. An analogy from the Comptroller's office is brought forward in support of this suggestion. I have no personal knowledge of the work of the Comptroller's office but I must state my opinion based upon a not inconsiderable experience of responsible Secretariat work during the past five years that the proposed combination will not at all be practicable or conducive to efficiency in the General and Revenue Secretariat. The Under Secretary or Assistant Secretary in charge of Branch V has to prepare the annual Administration Report and to be in charge of the work connected with the Dasara Representative Assmbly both before and after the actual session. The charge of the Military Branch has also been added to him. He will thus be very fully employed and it would be impossible to ask him to do the Registrar's work. Except for a short time in the latter half of the official year the Secretariat officers have quite enough work to do and none of them can be saddled with the Registrar's work.

4. And then as regards arrangements for entertainments

entertainments during the Birthday and the Dasara, the suggestion that the work can be dealt with in the manner suggested in the last para of the note appears extremely light-hearted. The month or more preceding the Dasara is a period of high pressure work in the Secretariat and no Secretariat officer other than the Registrar can possibly be spared for making the arrangements at Mysore for the guests. Work is not perhaps so heavy at the time of the Birthday but we cannot have the Registrar only for six months in the year.

5. All considerations taken together, I am led to a conclusion against the abolition of the Registrar's appointment. The change that is wanted is to give him an abiding interest in the work instead of always looking forward to promotion and transfer elsewhere.

6. The scale of pay fixed for the Registrar Rs. 300 - 600 was found inconvenient and it had therefore to be altered. The Registrar got his maximum much more rapidly than an Assistant Commissioner and he would be drawing more pay than most of the Assistant

and

and Under-Secretaries. The pay of Rs.200 - 250 was only adopted as 'a temporary measure', the reason being partly personal considerations affecting Mr.Venkata Row who was selected for the place. The present rate of pay Rs.200-250 is very inconvenient as the Registrar has often to be selected from among Amildars and the officer so selected has not the chance of remaining in the appointment for a sufficiently long time, since he looks forward to promotion to the grade of Assistant Commissioners. It is not desirable to always select the Registrar from among the Superintendents, though sometimes such a selection may be made with advantage. In the proposals connected with the revision of the Civil Service Rules it has been suggested that the appointment of Registrar should be included in the cadre of Assistant Commissioners. This will enable the services of an officer being retained in the Secretariat for a sufficiently long period. It can always be arranged that only a comparatively junior officer holds the appointment and changes may be made not oftener than once in 6 years.

7. It may also be added that all Secretariats in

British

British Provinces have a Registrar as an indispensable official and that the Registrars are highly paid.

C S Balasundaram Jr

10 July 41

Yrs Sincr